



EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

January 29, 1981

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Federal Civilian Hiring Freeze

OMB Bulletin 81-6 provides the details on the hiring freeze ordered by President Reagan on January 20, 1981. Paragraph 6c of that bulletin provides that new hiring after January 20, 1981, could take place only if a firm written commitment had been made by an agency personnel officer prior to November 5, 1980.

Some agencies have indicated informally that this particular provision could cause serious hardship to some prospective employees. This memorandum provides guidance for such circumstances.

First, agency heads must recognize that the freeze is made necessary by a situation demanding sacrifices to help in bringing under control immediately the size and cost of government.

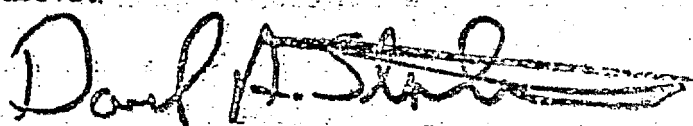
Second, agency heads are to review cases carefully and forward to OMB for consideration for exemption as potentially presenting a severe hardship, only those limited cases that meet all of the following conditions.

- a definite, written offer of employment must have been made by a duly authorized personnel officer between November 5, 1980 and January 20, 1981;
- not being hired will result in demonstrable, severe and irreparable financial loss (the financial condition of the candidate and the nature of the prospective job and salary should be taken into account in assessing severity of the financial loss);
- the individual involved was prudent in his or her actions (for example, in terms of timing of severing other employment; or taking on new financial commitments in anticipation of a new job);
- the actions of the agency and the individual were prudent in light of general public knowledge that a freeze would be applied; and
- except for the hiring freeze, the prospective employee would have been employed in the position offered.

The agency head must be satisfied that each of the above conditions is met before making a request to this Office.

Third, if requests are to be submitted, they are to be consolidated into a single submission signed by the agency head. The submission is to provide the following information on each case:

- Name of prospective employee;
- Position, grade and nature (temporary, career-conditional, etc.) of prospective appointment;
- Organizational designation and location of prospective work place (do not use acronyms below the agency level);
- Name, title, and office telephone number of personnel officer who signed the commitment letter;
- Name, title, and office telephone number of person who directed that the commitment letter be issued;
- Any other pertinent information relating to the job offer (e.g., in accord with the one-for-two hiring limitation); and
- Circumstances leading to the view that a serious hardship exists under the conditions outlined above.



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Director